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Board of Supervisors

Sunshine Ordinance Task Force

June 02, 2000

SUNSHINE ORDINANCE TASK FORCE RULES COMMITTEE

DOCUMENTS DEPT.

AGENDA
Friday, June 2, 2000
4:00 p.m.

City Hall, Conference Room 278

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Committee Members

Hilda Bernstein, Chair
Daniel Guillory
Paul Hogan
Judy Appel

Agenda Changes

1. Rules, Regulations, Procedures of Task Force

Discussion and possible action

2. Public Comment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL
ROOM 244, RECEPTION DESK

DISABILITY ACCESS

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6/2/00

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-5163
TDD/TTY No. 544-5227

**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

**Minutes
Friday, June 2, 2000
4:00 p.m.
City Hall, Conference Room 278**

Committee Members

Hilda Bernstein, Chair
Daniel Guillory
Paul Hogan
Judy Appel

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All members present

1. Rules, Regulations, Procedures of Task Force

Discussion among members:

Officers: Officers to consist of Chair and Vice Chair with one-year terms; appointment period of officers to coincide with City's fiscal year; discuss position of Media Liaison with entire Task Force; duties and responsibilities of officers to be discussed at next meeting; Jackie Minor, City Attorney's Office, to prepare a draft for the committee.

Committees: Members of committees to be on volunteer basis with Chair making the final decision of members of committees; all members of Task Force will be encouraged to participate.

Standing Committees: Four Standing Committees—Public Education and Information; Complaint Review and Tracking Process; Rules Committee; possible committee to work with staff to prepare the annual report; once standing committees are formed, have each committee prepare their charge.

Closed Meetings: No closed meetings except when Task Force would be involved in litigation. Jackie Minor to come back with some wording.

Order of Business: To be discussed at a later meeting; Bob Planthold to bring a suggested template for order of meetings.

Annual Report: To be discussed at next meeting.

Judy Appel to come back to next meeting with suggestions for tracking and reviewing the complaint process and possibly having a standing committee.

Daniel Guillory to come back to next meeting with suggestions for Standing Rules Committee.

Paul Hogan to come back to next meeting with suggestion for Public Education and Information officer.

2. Public Comment

David Pilpel regarding Task Force responsibilities to include Administrative Code procedures.

Next meeting scheduled for Thursday, June 8, 2000, Noon.

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA
Thursday, June 8, 2000
12:00 Noon
City Hall, Conference Room 278

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Committee Members

Hilda Bernstein, Chair
Daniel Guillory
Paul Hogan
Judy Appel

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Agenda Changes

1. Rules, Regulations, Procedures of Task Force
Discussion and possible action
2. Public Comment

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE
MINUTES**

**Thursday, June 8, 2000
12:00 Noon
City Hall, Conference Room 278**

Committee Members

Hilda Bernstein, Chair
Daniel Guillory
Paul Hogan
Judy Appel

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All members present

Minutes of last meeting approved as modified.

Agreement to include minutes of Rules Committee

1. Rules, Regulations, Procedures of Task Force

Judy Appel reported on administrative complaint process. Judy submitted a draft initial outline of the proposed complaint procedure. Discussion held regarding:

--Possibility of additional City Attorney to represent the Task Force when another City Attorney has given an opinion on a complaint.

--Members of Task Force to be represented on each complaint issue for a determination.

--If the Task Force sees conflicts with the Sunshine Ordinance, make recommendations to the board of Supervisors.

--The Administrator to keep a communications log

Judy Appel will bring back to the next meeting another draft for the complaint procedure.

Jackie Minor distributed draft by-laws. After today's discussion, Jackie to incorporate new discussion and present another draft for next meeting.

Discussion was held regarding attendance and membership, unexcused/excused absences/removal of members from Task Force; possibly have regulation of no more than three absences in a 12-month rolling cycle.

Citizen Frederick Hobson stated he was in agreement with having a regulation on absences.

Jackie Minor distributed parliamentary procedure information.

Jackie Minor distributed information on Charter provisions.

Jackie Minor distributed information on current complaints.

Paul Hogan distributed draft on proposed Public Education and Information Committee.

Rules Committee in agreement with proposal as submitted.

The Public Education and Information Committee explanation to be included in the by-laws under Standing Committees.

Citizen Frederick Hobson stated he was in agreement with proposed Public Education and Information Committee.

Daniel Guillory reported on his ideas of what could be charge of the Rules Committee, i.e.,

--Any matters regarding by-laws

--Operating procedures for Sunshine Ordinance Task force

--Insuring annual objectives are accomplished by the Task Force

--Annual report

--Recommendations on Mission Statement

Bob Planthold had submitted suggestions for order of business of the Task Force. These suggestions differed somewhat from what was submitted in the draft report from Jackie Minor. After discussion of the group regarding the order of business, Jackie to bring back to the group, to be included in the by-laws, a suggested order of business to include:

- Roll call
- Approval of minutes
- Report from Standing Committees
- Report from City Attorney
- Report from Administrator
- Hearings and recommendations on complaints
- Suggestions for topics for upcoming meetings

2. Public Comment

Citizen Frederick Hobson suggested public comment be provided at beginning and ending of each meeting.

The next meeting of the Rules Committee will be Thursday, June 22, 2000, Noon, Room 278.

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE
MINUTES**

**Thursday, June 22, 2000
12:00 Noon
City Hall, Conference Room 278**

Committee Members

Hilda Bernstein, Chair (P)
Daniel Guillory (P)
Paul Hogan (P)
Judy Appel (P)

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Approval of minutes of June 8, 2000.

1. Rules, Regulations, Procedures of Task Force

Second By-Laws revision discussed adding language to Article III, Section 2, Duties of the Chair; Article IV, Section 5, Conduct of Meetings, Section 6, Setting Agendas, Section 8, Voting and Abstention, Article VI, Section 1, Standing Committees, Article VII, Attendance.

This draft will be submitted to the Task Force on June 27.

Discussion held regarding Draft 2 of Initial Outline of Proposed Complaint Procedure. Judy Appel to prepare a Draft 3 for submittal to the Task Force on June 27.

Standing Committee report previously outlined will be submitted to the Task Force on June 27.

The Timelines as previously submitted for the Task Force will be submitted to the Task Force on June 27.

Jackie Minor submitted to the Committee:

Listing of Department Heads

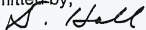
Information on Parliamentary Procedure

Information on provisions that apply only to charter boards.

2. Public Comment

No public comment.

Submitted by,



Donna L. Hall, Administrator

Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA
Thursday, June 22, 2000
12:00 Noon
City Hall, Conference Room 278

Committee Members

Hilda Bernstein, Chair
Daniel Guillory
Paul Hogan
Judy Appel

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1. Rules, Regulations, Procedures of Task Force
Discussion and possible action
2. Public Comment

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA
Thursday, July 6, 2000
4:00 p.m.
City Hall, Hearing Room 408

Committee Members

Hilda Bernstein, Chair
Daniel Guillory
Paul Hogan
Judy Appel

Agenda Changes

1. Approval of minutes of June 22, 2000
Action item.
2. Rules, Regulations, Procedures of Task Force
Discussion and possible action.
3. Public Comment

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE
MINUTES**

**Thursday, July 6, 2000
4:00 p.m.
City Hall, Hearing Room 408**

Committee Members

Hilda Bernstein, Chair (Present)
Daniel Guillory (Present)
Paul Hogan (Absent)
Judy Appel (Present)

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1. Approval of minutes of June 22, 2000
Minutes approved.
2. Rules, Regulations, Procedures of Task Force

By-Laws draft from Jackie Minor accepted as brought up to date from discussions of Task Force June 27.

Public Complaint Procedure brought up to date from discussions of Task Force on June 27. Judy Appel to update Draft 4 from discussion of Rules Committee on July 7 for distribution to the next Task Force Meeting.

Task Force timelines discussed and revised as result of discussions of Task Force June 27. Revisions will be ready for the next Task Force Meeting.

3. Public Comment

No comment from the public.

Submitted by Donna L. Hall, Administrator

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA
Tuesday, September 19, 2000
5:30 p.m.
City Hall, Hearing Room 421

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczyk

Agenda Changes

1. Mission Statement and Work Program
Possible action item.
2. Public Comment

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Sunshine Ordinance Task Force



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RULES COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Tuesday, September 19, 2000
5:30 p.m.
City Hall, Hearing Room 421

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Roll Call:

Bob Planthold present
Tuesday Ray present
Ted Kowalczyk absent

1. Mission Statement and Work Program

Motion adopted approving the attached Mission Statement for approval of the full Task Force. (Ray, Planthold)

Motion adopted recommending to the Task Force that a committee be established to write the Annual Report; suggesting that a time line be set for the Annual Report; submitting to the October Task Force Meeting suggested points and topics to include in the Annual Report; and to have a draft report for the November Task Force Meeting for approval to be submitted to the Board of Supervisors by November 30.

2. Public Comment

No public comment.

Meetings were set for the third Tuesday of each month.

The meeting adjourned at 6:15 p.m.

Next meeting October 17, 2000. 5:30 p.m.

Submitted by Donna L. Hall, Administrator

Date: 9/17/00

Sender: Robert R Planthold <political_bob@juno.com>

To: Donna Hall, Jacqueline Minor, tuesdayr@hotmail.com, tajue@aol.com

Priority: Normal

Subject: Draft of thoughts on Mission Statement for Rules Committee o

~~Draft of thoughts on a Mission Statement for the Rules Committee of the SOTF:~~

The Rules Committee of the SOTF will:

1. monitor the ability of the SOTF to easily and properly consider and take action on agenda items and complaints;
2. monitor how easily and fully the public participate in the workings of the SOTF through availing themselves of public comment, filing of complaints, and co-operation in investigation of complaints;
3. suggest changes to simplify, clarify, and / or improve the efficiency of both the full SOTF and of its respective sub-committees; and
4. review our rules and procedures annually.

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA

**Tuesday, October 17, 2000
5:30 p.m.
City Hall, Hearing Room 421**

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczyk

Agenda Changes

1. Minutes of September 19, 2000

Shall the minutes of September 19, 2000 be approved.

2. Annual Report Point

Shall the suggested points be included in the Sunshine Ordinance Task Force Annual Report?

3. Grand Jury Report

Shall the suggested recommendations be made to the Grand Jury Report regarding the Sunshine Ordinance Task Force?

4. Public Comment

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Sunshine Ordinance Task Force



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RULES COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE MINUTES

Tuesday, October 17, 2000
5:30 p.m.
City Hall, Hearing Room 421

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczyk

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Roll Call

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All present

1. Minutes of September 19, 2000

Approved

2. Annual Report Points

Approved draft suggestions for Annual Report. (See attached report)

3. Grand Jury Report

Approved Draft Suggestions for response to Civil Grand Jury findings.
(See attached report)

4. Public Comment

Alan Nicholson commented on the Civil Grand Jury findings.

Next regular meeting November 21; Rules Committee to consider a Special Meeting
November 14 or 16.

Meeting adjourned at 6:50 p.m.

Submitted by Donna L. Hall, Administrator

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Special

Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

SPECIAL MEETING

AGENDA

Tuesday, November 14, 2000
5:30 p.m.
City Hall, Hearing Room 406

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczyk

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Agenda Changes

1. Minutes of October 17, 2000

Shall the minutes of October 17, 2000 be approved.

2. Regular Meeting Schedule

Shall the regular meetings be set for the second Tuesdays of each month at 5:30 p.m.?

3. Annual Report

Review of Sunshine Ordinance Task Force Annual Report and recommendation to the Task Force to adopt the Annual Report

4. Civil Grand Jury Recommendations

Review of San Francisco Civil Grand Jury Recommendations related to Sheriff's Department and make recommendations to the Task Force regarding Task Force comments. (See the attached sections of the report related to the Sheriff's Department.)

5. Response letter to San Francisco Civil Grand Jury

Review letters to the Mayor, Board of Supervisors and Clerk of the Board as required by letter to the San Francisco Civil Grand Jury. Recommend letters to the Task Force.

6. Public Comment

Next Regular Meeting
December 12, 2000, 5:30 p.m.

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Special

Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
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SPECIAL MEETING

MINUTES

**Tuesday, November 14, 2000
5:30 p.m.
City Hall, Hearing Room 406**

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczuk

Roll Call: All present

Agenda Changes

1. Minutes of October 17, 2000

Minutes Approved. (Ray/Kowalczuk)

2. Regular Meeting Schedule

Regular meetings set for the second Tuesdays of each month at 5:30 p.m.
(Kowalczuk/Ray)

3. Annual Report

Motion adopted approving the draft Annual Report to send to the Task Force for recommended approval (see attached). (Kowalczuk/Ray)

4. Civil Grand Jury Recommendations

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Motion adopted approving the attached responses to the Civil Grand Jury recommendations related to the Sheriff's Department and send to the Sunshine Ordinance Task Force for recommendation for approval. (Kowalczuk/Ray)

5. Response letter to San Francisco Civil Grand Jury

Review letters to the Mayor, Board of Supervisors and Clerk of the Board as required by letter to the San Francisco Civil Grand Jury. Motion adopted approving the draft letters to the Mayor and the Board of Supervisors be sent. (Kowalczuk/Ray)

Letter yet to be drafted to the Clerk of the Board requesting the Clerk of the Board send an annual letter to the departments reminding them to file annual reports and to file the reports with the Clerk of the Board for distribution.

6. Public Comment

No public comment.

The meeting adjourned at 6:15 p.m.

8.7

Sunshine Ordinance Task Force



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12/00

**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA

Tuesday, December 12, 2000
5:30 p.m.
City Hall, Hearing Room 406

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczyk

Roll Call

Agenda Changes

1. Minutes of November 14, 2000

Shall the minutes of November 14, 2000 be approved.

2. Transmission of complaints

Discussion and possible action

3. Public Comment

Adjournment

Next Regular Meeting
January 9, 2001, 5:30 p.m.

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 San Francisco 94102-4689
 Tel. No. 554-7724
 Fax No. 554-7854
 TDD/TTY No. 544-5227

**RULES COMMITTEE
 OF THE
 SUNSHINE ORDINANCE TASK FORCE**

MINUTES

**Tuesday, December 12, 2000
 5:30 p.m.
 City Hall, Hearing Room 406**

DOCUMENTS DEPT.

Committee Members

Bob Planthold, Chair, present
 Tuesday Ray, present
 Ted Kowalczyk, present

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1. Minutes of November 14, 2000

Motion adopted approving minutes of November 14, 2000. (Ray/Kowalczyk)

2. Transmission of complaints

Motion adopted recommending to the Task Force that the Task Force reject the change proposed by the Complaint Committee in Public Complaint Procedure B.2., requiring all complaints to be sent to the full Task Force before a review by the Complaint Committee and prior to the determination of jurisdiction or review of the validity of the complaint by the Complaint Committee. (Kowalczyk/Ray)

It was the recommendation of the Rules Committee to continue with the current procedure of complaints not being distributed to the entire Task Force until the Complaint Committee considers the complaints.

3. Public Comment

No public comment

The meeting adjourned at 6:00 p.m.

Donna L. Hall, Administrator

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Cancelled
Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, January 9, 2001

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczyk

**Next Regular Meeting
February 13, 2001, 5:30 p.m.**

DOCUMENTS DEPT

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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA

TUESDAY, FEBRUARY 13, 2001
5:30 p.m.
City Hall, Hearing Room 406

Committee Members

Bob Planthold, Chair
Tuesday Ray
Ted Kowalczyk

Call to Order
Roll Call
Agenda Changes

1. Minutes of December 12, 2000
Action item: Approval of minutes

2. Task Force by-laws rule regarding committee attendance/absences
Discussion and possible action

3. Public Comment

Adjournment

Next Regular Meeting
March 13, 2001, 5:30 p.m.

DOCUMENTS DEPT

FEB - 9 2001

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TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK
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7
Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

MINUTES

**Tuesday, February 13, 2001
5:30 p.m., Room 406**

Committee Members: Bob Planthold, Chair, Ted Kowalczyk, Tuesday Ray

Roll Call: All present

1. Minutes of December 12, 2000

Motion adopted approving minutes of December 12, 2000. (Ray/Kowalczyk)

2. Task Force by-laws rule regarding committee attendance/absences

Discussion held among members regarding committee absences; caution not to have overly strict rules on attendance on committees; possibly not helpful to have attendance requirement; members did not know when they requested to serve on the Task Force that there would be more than one meeting a month; need to make standards equitable; Administrator to check with some of the commissions appointed by the Board of Supervisors as to their attendance requirements; the Task Force does not have the authority to remove or appoint.

Chair Planthold to give report to the full Task Force as to the discussion at the Rules Committee.

Under public comment, Randy Lyman spoke regarding the committee structure; might be worth considering stating the Task Force participation is tied to committee work; and that committee attendance might be required; possibly add to description of Task Force notice for appointments.

3. Public Comment: No public comment.

The meeting adjourned at 6:20 p.m.

Donna L. Hall, Administrator

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Sunshine Ordinance Task Force



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8.7
RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE

8/01
Special
SPECIAL MEETING
AGENDA

Thursday, March 8, 2001
5:30 p.m.

City Hall, Hearing Room 406
(and cancellation of meeting of March 13, 2001)

Committee Members:

Bob Planthold, Chair; Sue Cauthen; Ted Kowalczyk; Tuesday Ray

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Call to Order

Roll Call

DOCUMENTS DEPT.

Agenda Changes

MAR - 2 2001

1. Minutes of February 13, 2001

Action item: Approval of minutes

2. Change of By-laws Section Article VII- Attendance

Action item: Change the permissive "may" to the mandatory "shall" in Lines 3 and 4

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3. Task Force by-laws rule regarding guidelines on numbers of committee absences allowable or prudent

Discussion and possible action

4. Recommendations on power/authority of Chair of SOTF to act without specific authorization/approval by the full SOTF

Discussion and possible action

5. Public Comment

Adjournment

Next Regular Meeting
April 10, 2001, 5:30 p.m.

2/c
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FORCE OFFICE**

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special

Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

SPECIAL MEETING

MINUTES

**Thursday, March 8, 2001
5:30 p.m., City Hall, Room 406**

Committee Members:

Bob Planthold, Chair; Sue Cauthen; Ted Kowalczyk; Tuesday Ray

Call to Order

DOCUMENTS DEPT

Roll Call: All present

APR 16 2001

1. Minutes of February 13, 2001

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Approved. (Ray/Kowalczyk)

2. Change of By-laws Section Article VII- Attendance

Discussion to change the permissive "may" to the mandatory "shall" in Article VII – Attendance section. Moved to recommend an amendment to the by-laws to substitute "shall" for "may" in the attendance section regarding notification to the Board of Supervisors. (Cauthen/Kowalczyk)

3. Task Force by-laws rule regarding guidelines on numbers of committee absences allowable or prudent

Discussion held regarding regular committee absences; would be difficult to track three absences for committee meetings and three absences for regular meetings; either make it six meetings to include both committee and regular meetings; possibly have excused absences; members may not know there is a work expectation other than regular Task Force attendance; let persons know ahead of time; could have reporting by committee chair to the SOTF chair; possibly develop prospective guidelines for next cycle of vacancies; possibly have a "shall" for Task Force and "may" for committees to take notice of special

situations; another way of handling this is to possibly have four on a committee; possibly include in future vacancy notices that committee work is a part of the work of the Task Force.

Jackie Minor stated there is no other group that has an ordinance that specifically says you must adopt by-laws addressing attendance; we found no by-laws for any committee addressing attendance.

Moved that for future appointments, if a committee member has more than three absences per committee of regular meetings, the chair of the committee will report to the chair of the Task Force; and secondly that it will be stressed in the application packet for prospective new members that committee work is a big part of the Task Force and all members are expected to serve on a committee. (Ray/Kowalczyk) (Cauthen no)

Chair Planthold stated at the present time the full Task Force gets three absences before any notification; this committee is recommending also that more than three committee absences per committee generate some notification to the Task Force Chair; and there be some information to the Board of Supervisors for prospective new members. Current by-laws indicate two meetings missed generate a warning letter to the member; after the third absence the Board of Supervisors is notified.

Discussion was held among the members that once two absences have occurred in a committee that the committee chair notify the member; upon three absences the committee chair would go to the Task Force Chair.

4. Recommendations on power/authority of Chair of SOTF to act without specific authorization/approval by the full SOTF

Discussion regarding role of Chair of Task Force as spokesperson of Task Force; Chair Planthold stated he was concerned about having to authorize the Chair to invite specific expert or person to talk with the Task Force on an agenda issue; might have a debate on this; nothing in Roberts Rules of Order says the Chair needs authorization to invite anybody or write a letter seeking information from anybody.

Member Ray stated that it had been agreed that a letter would be written; no thought that the letter would have to come back for approval.

Member Kowalczyk stated that generally a Chair would speak in our voice without us having that voice—does the Chair come for consensus first, or a voice first.

Member Cauthen stated there is broad latitude for the Chair to act; not necessary to micro-manage everything the Chair does.

Task Force Chair commented this is also an issue for chairs of committees; needs to be precedent for actions taken; need to clarify in writing of what the Chair is empowered to do; think where there has been an precedent or an obvious agreement, that within that context the Chair has to be free to act; Chair needs to justify what Chair has done or not done.

Member Cauthen commented we have broad agenda of what we are about; a chair of a committee or Task Force has to have the freedom to perform the job as chair; would favor giving the Chair the powers to execute the business of the Task Force; to make the group efficient the Chair needs to have powers to act in between meetings.

Chair Planthold commented he is hearing from discussion that we clarify the empowerment of the Chair; the Chair has the powers to execute the duties of the Task Force; and possibly go to the Task Force and ask members what they want to do about the Chair with regard to actions or duties of Chair.

Discussion held regarding adopting the concept of the Asian Art Museum by-laws section on the President. (P. 3, Section 4 b)

Moved to report to the full Task Force that it is the Rules Committee interpretation that the Chair of the Task Force, subject to the control of the Task Force, has general supervision, direction and control over the Task Force activities; and has such general powers and duties of management as shall reasonably be necessary to carry out the duties of Chair. (Cauthen/Ray)

5. Public Comment

No public comment.

The meeting adjourned at 6:40 p.m.

Donna L. Hall, Administrator

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

**SPECIAL MEETING
AGENDA**

Tuesday, April 10, 2001

5:30 p.m.

City Hall, Hearing Room 406

(and cancellation of meeting of April 3, 2001)

DOCUMENTS DEPT

APR - 3 2001

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Committee Members:

Bob Planthold, Chair; Sue Cauthen; Ted Kowalczyk; Tuesday Ray

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Call to Order

Roll Call

Agenda Changes

1. Minutes of March 8, 2001

Action item: Approval of minutes

2. Reconsideration of attendance guidelines

Discussion and possible action

3. Public Comment

Adjournment

Next Regular Meeting May 1, 2001, 5:30 p.m.

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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE DOCUMENTS DEPT.**

SPECIAL MEETING

AUG 23 2001

MINUTES

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**Tuesday, April 10, 2001
5:30 p.m., City Hall, Room 406**

Committee Members:

Bob Planthold, Chair; Sue Cauthen; Ted Kowalczyk; Tuesday Ray

Call to Order

Roll Call: All present

1. Minutes of March 8, 2001

Approved as amended (changing adjourned time). (Ray/Kowalczyk)

2. Reconsideration of attendance guidelines

This item was referred back to the Rules Committee by the full Task Force meeting of March 27, 2001.

Motion adopted to recommend to the full Task Force that By-Laws Section VII—Attendance, be amended to read as follows:

Members of the Task Force shall notify the Task Force Administrator by the end of business of the previous day if she or he is unable to attend a regular or special meeting of the Task Force. If a member of the Task Force misses more than three four regular meetings in any twelve-month period of time, the Task Force may shall notify the Board of Supervisors and request that action be taken to remove the member from the Task Force. The Administrator of the Sunshine Ordinance Task Force shall notify any member who misses two three meetings in any twelve month period of time that if the third fourth absence occurs, the Task Force may shall notify the Board of Supervisors of the member's lack of attendance. (Ray/Kowalczyk)

Discussion held regarding committee attendance.

Motion adopted to recommend to the full Task Force that members of committees shall notify the Task Force Administrator if she or he is unable to attend a committee meeting. If a committee member misses more than four regular meetings in any 12-month period of time, the committee chair shall notify the Task Force Chair. The Task Force Chair shall contact the committee member regarding their interest or lack of interest in serving on a specific committee. (Ray/Cauthen)

3. Public Comment

No public comment.

The meeting adjourned at 6:40 p.m.

Donna L. Hall, Administrator

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Sunshine Ordinance Task Force



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RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE
NOTICE OF CANCELLATION OF MEETING OF
Tuesday, May 8, 2001

Next Regular Meeting
June 12, 2001

DOCUMENTS DEPT.

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SUNSHINE ORDINANCE TASK FORCE

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NOTICE OF CANCELLATION OF MEETING OF

Tuesday, June 12, 2001
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RULES COMMITTEE

OF THE

SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, July 10, 2001

Committee Members
Bob Planthold, Chair
Ted Kowalczyk

Posted July 5, 2001

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE
SPECIAL MEETING NOTICE & AGENDA**

DOCUMENTS DEPT.

AUG 14 2001

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**Tuesday, August 21, 2001
4:00 p.m., City Hall, Hearing Room 406
(and cancellation of meeting of August 14, 2001)**

Committee Members:

Bob Planthold, Ted Kowalczyk, Marie Harrison

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409, or Room 244.

Call to Order

Roll Call

Agenda Changes

1. Minutes of April 10, 2001. Action item
2. Suggestions for improving meeting procedures, including but not limited to:
Discussion and possible action item
 - (a) Clarifying options for time limits on public comment
 - (b) Setting a timeframe for adjournment
 - (c) Consideration of materials distributed after the agenda packet is mailed
 - (d) Guidelines on a member's frequency of talking on the same issue
3. Public Comment

Adjournment

Next Regular Meeting September 11, 2001

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Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

MINUTES

**Tuesday, August 21, 2001
4:00 p.m., City Hall, Hearing Room 406**

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Committee Members:

Bob Planthold, Vince Courtney, Marie Harrison, Ted Kowalcuk

Roll Call: Courtney absent

1. Minutes of April 10, 2001. Hearing no objection, the minutes were approved.
2. Discussion held regarding suggestions for improving meeting procedures, including but not limited to:
 - (a) Clarifying options for time limits on public comment

Acceptance from Committee Members to leave to discretion of the Task Force Chair the options for time limits on public comment.

- (b) Setting a timeframe for adjournment

Acceptance from Committee Members that, to better do our business in a timely fashion, Task Force Members can help keep focus on our agenda by not engaging in debate or question-and-answer discussion during any portion of public comment.

- (c) Consideration of materials distributed after the agenda packet is mailed

Committee requested advice from the City Attorney on two points: 1) whether substantial complaint-related material brought to the Task Force after the meeting packet is mailed out can constitute such a modification of the original complaint as to start a new complaint; and 2) whether

complaint-related, late-submitted material can, with the acceptance by the parties at interest, allow for a continuance beyond the original 45-day deadline to the net meeting of the Sunshine Ordinance task Force.

- (d) Guidelines on a member's frequency of talking on the same issue

Acceptance from Committee Members to leave to the discretion of the Task Force Chair a Task Force Member's frequency of speaking on the same issue.

Public comment from Damone Hale regarding submittal of material at the last minute.

- 3. Public Comment: No public comment.

The meeting adjourned at 5:15 p.m.

Donna L. Hall, Administrator

7
/01
Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

AGENDA

**Tuesday, September 11, 2001
5:30 p.m., City Hall, Hearing Room 406**

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Committee Members:

Bob Planthold, Chair; Vince Courtney; Marie Harrison; Ted Kowalczyk

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Call to Order

Roll Call

Agenda Changes

1. Minutes of August 21, 2001. Action item
2. Suggestions for improving meeting procedures, including but not limited to:
Discussion and possible action item
 - (a) Can late-submitted material constitute such a modification of the original complaint as to start a new complaint
 - (b) Can all parties in interest waive the 45-day time line
3. Consideration of shifting the Committee meeting time from 5:30 p.m. to as early as 4:00 p.m. on the second Tuesday of the month. Discussion and possible action item
4. Public comment

Adjournment

Next Regular Meeting October 9, 2001

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FORCE OFFICE**

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Sunshine Ordinance Task Force



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RULES COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

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MINUTES

SEP 14 2001

Tuesday, September 11, 2001
5:30 p.m., City Hall, Hearing Room 406

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Committee Members:

Bob Planthold, Chair; Vince Courtney; Marie Harrison; Ted Kowalczyk

Meeting cancelled due to lack of a quorum (City Hall closed).

Donna L. Hall, Administrator

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Special

Sunshine Ordinance Task Force



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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

**SPECIAL MEETING
AGENDA**

**Wednesday, September 19, 2001
4:30 p.m., City Hall, Hearing Room 406**

Committee Members:

Bob Planthold, Chair; Vince Courtney; Marie Harrison; Ted Kowalczyk

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409, or Room 244.

Call to Order

Roll Call

Agenda Changes

1. Minutes of August 21, 2001. Action item
2. Suggestions for improving meeting procedures, including but not limited to:
Discussion and possible action item
 - (a) Can late-submitted material constitute such a modification of the original complaint as to start a new complaint
 - (b) Can all parties in interest waive the 45-day time line
3. Consideration of shifting the Committee meeting time from 5:30 p.m. to as early as 4:00 p.m. on the second Tuesday of the month. Discussion and possible action item

4. Suggestions from Rules Committee for inclusion in Task Force 2001 Annual Report. Discussion item
5. Public comment

Adjournment

Next Regular Meeting October 9, 2001

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL,
TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK
FORCE OFFICE**

Disability Access

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**RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

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SPECIAL MEETING

AUG 15 2002

MINUTES

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**Wednesday, September 19, 2001
4:30 p.m., City Hall, Hearing Room 406**

Committee Members:

Bob Planthold, Chair; Vince Courtney; Marie Harrison; Ted Kowalczuk

Roll Call: All members present except Courtney

Agenda Changes: Item No. 3 discussed before Item No. 2

1. Minutes of August 21, 2001. Approved. (Kowalczuk/Harrison) (Courtney absent)
3. Consideration of shifting the Committee meeting time from 5:30 p.m. to as early as 4:00 p.m. on the second Tuesday of the month.

Motion adopted setting meeting time for second Tuesday of each month at 4:00 p.m. (Harrison/Kowalczuk) (Courtney absent)

2. Suggestions for improving meeting procedures, including but not limited to:
 - (a) Can late-submitted material constitute such a modification of the original complaint as to start a new complaint
 - (b) Can all parties in interest waive the 45-day time line

Agreement among the Committee that the Complainant and the Respondent must have all information submitted to the Task Force Administrator no later than seven days before the scheduled hearing on the complaint.

Motion adopted to recommend to the Task Force that the Chair be authorized to pursue questions to establish the relevance of new material submitted at meeting-time. (Kowalczuk/Harrison) (Courtney absent)

Motion adopted to recommend to the Task Force that if the Chair determines that the material is relevant, the Chair will ask if both parties are agreeable to waive the 45-day time limit for responding to a complainant regarding their complaint. (Kowalczyk/Harrison) (Courtney absent)

Motion adopted recommending to the Task Force that materials could be excluded from consideration and an Order of Determination issued with the stipulation that if the Task Force issued an Order of Determination adverse to the complainant, the complainant could file a new complaint alleging the same violations with the new supporting materials. (Harrison/Kowalczyk) (Courtney absent)

Suggestion was made that the Complaint Committee consider incorporating these items in the Complaint Procedure document.

4. Suggestions from Rules Committee for inclusion in Task Force 2001 Annual Report.

The Committee was asked to submit suggestions for the Annual Report.

5. Public comment: No public comment

The meeting adjourned at 5:25 p.m.

Donna L. Hall, Administrator

*Copies of audio tapes of the Rules Committee are on file in the Office of the Sunshine Ordinance Task Force.

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Sunshine Ordinance Task Force



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RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE
NOTICE OF CANCELLATION OF MEETING OF
Tuesday, October 9, 2001

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Sunshine Ordinance Task Force



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RULES COMMITTEE
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SUNSHINE ORDINANCE TASK FORCE
NOTICE OF CANCELLATION OF MEETING OF
Tuesday, November 13, 2001

Posted November 1, 2001

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RULES COMMITTEE
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SUNSHINE ORDINANCE TASK FORCE
NOTICE OF CANCELLATION OF MEETING OF
Tuesday, December 11, 2001

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RULES COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE
NOTICE OF CANCELLATION OF MEETING OF
Tuesday, January 8, 2002

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NOTICE OF CANCELLATION OF MEETING OF

Tuesday, February 12, 2002

Posted February 7, 2002

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Tuesday, March 12, 2002

Posted March 6, 2002



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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, April 9, 2002

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Tuesday, May 14, 2002

Posted 4-26-02

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Tuesday, June 11, 2002

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Tuesday, July 9, 2002

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

AGENDA

RESCHEDULED MEETING

From 8-13-02 to

Wednesday, August 7, 2002

4:00 p.m., City Hall, Room 406

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Committee Members: Marie Harrison, Chair; David Parker, Bruce Brugmann

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Call to Order

Roll Call

Agenda Changes

1. Minutes of September 19, 2001. Action item
2. Consideration of amending the by-laws to change the meeting time of regular Task Force meetings from 4:00 p.m. to 5:00 p.m. (discussion and possible action)
3. Discussion on the need to establish a youth position on the Task Force. (discussion and possible action)
4. Consideration of amending the by-laws to establishing a Compliance Committee. (discussion and possible action)
5. Public comment

Adjournment

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MONDAY THROUGH FRIDAY, CITY HALL, ROOM 244**

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

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MINUTES

JAN 10 2003

RESCHEDULED MEETING
Wednesday, August 7, 2002
4:00 p.m., City Hall, Room 406

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Committee Members: Marie Harrison, Chair; David Parker, Bruce Brugmann

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion.

Meeting called to order at 4:00 p.m.

Roll Call: All members present

1. Minutes of September 19, 2001, accepted. (Brugmann/Parker)
2. Consideration of amending the by-laws to change the meeting time of regular Task Force meetings from 4:00 p.m. to 5:00 p.m.

Motion adopted to recommend to the Task Force that the Task Force maintain the current starting time of Task Force meetings for 4:00 p.m. (Harrison/Brugmann)

3. Discussion on the need to establish a youth position on the Task Force.

Motion adopted to create one ex-officio, non-voting youth member position, to serve on the Task Force and all committees. (Parker/Brugmann)

Suggestion was made that the appointment be recommended by the San Francisco Youth Commission.

4. Consideration of amending the by-laws to establishing a Compliance Committee.

Motion adopted to recommend to the Task Force to set a public hearing for a by-laws change to establish a Compliance and Amendments Committee, the amendment to read as follows:

Compliance and Amendments Committee

The Compliance and Amendments Committee shall monitor the progress of the Orders of Determination adopted by the Task Force; shall recommend to the Task Force amendments to the Sunshine Ordinance regarding enforcement of the Orders of Determination; and shall consider and recommend any other additions, amendments, and changes to the Sunshine Ordinance as provided by members of the Task Force and from the general public.

(Brugmann/Harrison)

5. Public comment. No public comment.

The meeting adjourned at 5:00 p.m.

Submitted by Donna L. Hall, Administrator

*The August 7, 2002 Rules Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

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Sunshine Ordinance Task Force



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RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, September 10, 2002

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SUNSHINE ORDINANCE TASK FORCE

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NOTICE OF CANCELLATION OF MEETING OF

Tuesday, October 8, 2002

Posted 10-2-02

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SUNSHINE ORDINANCE TASK FORCE

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Tuesday, November 12, 2002

Posted 11-6-02

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SUNSHINE ORDINANCE TASK FORCE**RULES COMMITTEE****DOCUMENTS DEPT.****AGENDA****DEC - 9 2002****RESCHEDULED MEETING****SAN FRANCISCO
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From 12-10-02 to

Tuesday, December 17, 2002

2:00 p.m., City Hall, Room 406

Committee Members: Marie Harrison, Chair; David Parker, Bruce Bruggmann

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Call to Order**Roll Call****Agenda Changes**

1. Minutes of August 7, 2002. Action item
2. Discussion of appropriate procedures for staff, complainants, and Task Force Members
3. regarding investigating violations of the Sunshine Ordinance. (discussion and possible action)
4. Public comment.

Adjournment

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DEC 13 2002

AMENDED AGENDA

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RESCHEDULED MEETING

From 12-10-02 to

Tuesday, December 17, 2002

2:00 p.m., City Hall, Room 406

Committee Members: Marie Harrison, Chair; David Parker, Bruce Bruggmann

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Call to Order

Roll Call

Agenda Changes

1. Minutes of August 7, 2002. Action item
2. Discussion of appropriate procedures for staff, complainants, and Task Force Members regarding investigating violations of the Sunshine Ordinance. (discussion and possible action)
3. Public comment.

Adjournment

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Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 409
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfdocs.org/bdsvprs/sunshine.htm>

SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

MINUTES*

DOCUMENTS DEPT.

SEP 16 2003

Tuesday, December 17, 2002
2:00 p.m., City Hall, Room 406

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Committee Members: Marie Harrison, Chair; David Parker, Bruce Brugmann

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409, or Room 244.

Meeting called to order at 2:30 p.m.

Roll Call: Member Parker absent for Item 1

1. Minutes of August 7, 2002.

Minutes approved. (Brugmann/Harrison) (Parker absent)

Member Parker entered the meeting at this time.

2. Discussion of appropriate procedures for staff, complainants, and Task Force Members regarding investigating violations of the Sunshine Ordinance.

Motion adopted approving the draft rules for SOTF members who are aware of public records and/or public meeting law violations, with corrections. (Harrison/Brugmann) Deputy City Attorney Llorente to rewrite the Guidelines for SOTF members who are aware of public records and/or public meeting law violations. (Attached)

3. Public comment.

Public comment from Sue Cauthen regarding Task Force Members filing of complaints.

Meeting adjourned at 3:20 p.m.

Donna L. Hall, Administrator

*The December 17, 2002 Rules Committee has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Subject: Sunshine Ordinance Task Force

To: b3@sfbg.com, jkoltun@steinhart.com, sterner@csi.com,
"Hala Hijazi" <Hala.Hijazi@sfgov.org>, anicklis@ccsf.cc.ca.us,
dougcoms@aol.com, scaul321@aol.com, edavidparker@juno.com,
gj_sfca@hotmail.com, marie@greenaction.org, rak0408@earthlink.net,
"Ed Harrington" <Ed.Harrington@sfgov.org>,
"Elizabeth Murray" <Elizabeth.Murray@sfgov.org>,
"Ernest Llorente" <Ernest.Llorente@sfgov.org>,
"Gloria L Young" <Gloria.L.Young@sfgov.org>,
"Jacqueline Minor" <Jacqueline.Minor@sfgov.org>,
"Mike Housh" <Mike.Housh@sfpl.org>, rak0408@earthlink.net,
sfdocs@sfpl.lib.ca.us, rachel@sfbg.com, mjoness@cwclaw.com,
musicamaria@yahoo.com, c_wright@sfjobs.org, baycitynews@pacbell.net,
"Hala Hijazi" <Hala.Hijazi@sfgov.org>, pmonette-shaw@earthlink.net,
political.bob@juno.com

X-Mailer: Lotus Notes Release 5.0.8 June 18, 2001

From: "Donna Hall" <Donna.Hall@sfgov.org>

Date: Thu, 9 Jan 2003 16:48:35 -0800

X-MIMETrack: Serialize by Router on lnh02a01/SFGOV(Release 5.0.11 | July 24, 2002 | at
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04:53:47 PM

The Sunshine Ordinance Task Force Rules Committee meeting of 1-14-03 has
been cancelled.

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, February 11, 2003

Posted 2-5-03

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NOTICE OF CANCELLATION OF MEETING OF

Tuesday, March 11, 2003

Posted 3-5-03

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, April 8, 2003

Posted 4-1-03

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RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, May 13, 2003

Posted 5-8-03

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

Agenda

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, June 10, 2003

Posted 6-3-03

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RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, July 8, 2003
Agenda

Posted 6-26-03

Sunshine Ordinance Task Force



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RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Tuesday, August 12, 2003

Posted 8-7-03

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

AGENDA

Rescheduled meeting (from 9/9/03 to)

Thursday, September 11, 2003

5:30 p.m., City Hall, Room 406

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SEP - 4 2003

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Committee Members: Heather Sterner, Chair; Pawan Mehra, David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Room 244.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of December 17, 2002 (action item.)
2. Appointment of liaison between the Ethics Commission and the Sunshine Ordinance Task Force (action item.)
3. Date and time of regularly scheduled Rules Committee meetings (action item).
4. Public comment.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL,
MONDAY THROUGH FRIDAY, CITY HALL, ROOM 244**

Disability Access

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**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE**

MINUTES

DOCUMENTS DEPT.

Rescheduled meeting (from 9/9/03 to)

JAN 21 2004

**Thursday, September 11, 2003
5:30 p.m., City Hall, Room 406**

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Committee Members: Heather Sterner, Chair; Pawan Mehra, David Parker

Note: Action items: First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

Roll Call: Present: Sterner, Mehra, and Parker

1. Approval of minutes of December 17, 2002. Minutes approved. (Parker/Mehra)
2. Appointment of liaison between the Ethics Commission and the Sunshine Ordinance Task Force.

Motion adopted recommending that the Chair of the Task Force or his/her designee act as liaison between the Ethics Commission and the Sunshine Ordinance Task Force. (Parker/Mehra)

3. Date and time of regularly scheduled Rules Committee meetings.

Motion adopted that the Rules Committee change their meeting date and time to meet on the 2nd Thursday at 5:00 p.m. (Parker/Mehra)

4. Public Comment. None

The meeting adjourned at 5:34 p.m.

Submitted by Donna L. Hall, Administrator

*The September 11, 2003 Rules Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force



<http://www.sfgov.org/sunshine>

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, October 9, 2003

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, November 13, 2003

Agenda

Posted 11-7-03

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Sunshine Ordinance Task Force



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NOTICE OF CANCELLATION OF MEETING OF

Thursday, December 11, 2003

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SUNSHINE ORDINANCE TASK FORCE

DEC 19 2003

RULES COMMITTEE

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AGENDA

Thursday, January 8, 2004

5:30 p.m., City Hall, Room 406

Committee Members: Heather Sterner, Chair; Pawan Mehra, David Parker

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Room 244.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of September 11, 2003. (action item)
2. Discussion of Task Force hearing procedures. (action item)
3. Discussion of regular meeting dates. (action item)
4. Public comment. (discussion item)
5. Future Committee items. (discussion item)

Adjournment

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MONDAY THROUGH FRIDAY, CITY HALL, ROOM 244**

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SUNSHINE ORDINANCE TASK FORCE

SEP 30 2004

RULES COMMITTEE

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MINUTES*

Thursday, January 8, 2004

5:30 p.m., City Hall, Room 406

Committee Members: Heather Sterner, Chair; Pawan Mehra, David Parker

Note: Actions items. First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

Roll Call: Present: Present: Sterner, Parker. Absent: Mehra

1. Approval of minutes of September 11, 2003.

Approved. (Parker/Sterner) (Mehra absent)

2. Discussion of Task Force hearing procedures.

Public comment from Louella Harris regarding speaking times.

Motion adopted approving hearing procedures as follows:
(Parker/Sterner) (Mehra absent)

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. The Chair will ask Complainant and City Respondent for number of persons to speak on the item.

- | | | |
|----|--|---------------------|
| 1. | Complainant presents facts & evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | 2 minutes
(each) |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | 2 minutes
(each) |

Above total speaking time for Complainant and City to be the same

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| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(excluding Complainant & City response, witnesses) | 2 minutes
(each) |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |
3. Discussion of regular meeting dates.
- Motion adopted setting meeting dates to be on call by the Chair.
(Parker/Sterner) (Mehra absent)
4. Public comment. None
5. Future Committee items. None

The meeting adjourned at 5:45 p.m.

Donna L. Hall, Administrator

*The 9/8/04 minutes of the Rules Committee have been audio recorded and are on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force



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☞ SUNSHINE ORDINANCE TASK FORCE

AUG 20 2004

☞ RULES COMMITTEE

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☞ AGENDA

06-20 34 ATT 20 P108

Thursday, August 26, 2004

4:00 p.m., City Hall, Room 406

Committee Members: Heather Sterner, Chair; Garrett Jenkins, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Room 244.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of January 8, 2004. (action item)
2. Discussion of Task Force hearing procedures. (action item)
 - A. Length of Task Force Meetings
 - B. Procedures for re-considerations of Orders of Determinations
 - C. Guidelines for non-committee members participating on committees
 - D. Guidelines for Task Force Members when they need more information on pending complaints
3. Public comment. (discussion item)
4. Future Committee Member items. (discussion item)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

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| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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RULES COMMITTEE

AUG 26 2004

AGENDA

Thursday, August 26, 2004

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Rescheduled to:

Wednesday, September 22, 2004

4:00 p.m., City Hall, Room 406

Committee Members: Heather Sterner, Chair; Garrett Jenkins, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Call to Order/Roll Call

Agenda Changes

1. Approval of minutes of January 8, 2004. (action item)
2. Discussion of Task Force hearing procedures. (action item)
 - A. Length of Task Force Meetings
 - B. Procedures for re-considerations of Orders of Determinations
 - C. Guidelines for non-committee members participating on committees
 - D. Guidelines for Task Force Members when they need more information on pending complaints
3. Public comment. (discussion item)
4. Future Committee Member items. (discussion item)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

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Board of Supervisors

Sunshine Ordinance Task Force

November 9, 2005

Click on the file numbers below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. [Click here for info about obtaining Acrobat \(it's free\).](#)

DOCUMENTS DEPT.

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

AGENDA

Wednesday, November 9, 2005

4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair; Heather Sterner, Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of September 22, 2004. (action item) (attachment)
2. Discussion regarding whether the Task Force should determine jurisdiction on continued complaints.

(discussion and possible action) (no attachment)
3. Public comment for items not listed on the agenda.

(no action) (no attachment)
4. Announcements, questions, and future agenda items from Committee members. (no attachment)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 541-5227

<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
AGENDA**

**Wednesday, April 18, 2006
2:00 p.m., City Hall, Room 406**

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Committee Members: Heather Sterner (Chair); Bruce Wolfe; Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of November 9, 2005. (action item) (attachment)
2. Draft of proposed procedure for committee chairs calling special meetings. (discussion and possible action) (no attachment)
3. Public comment for items not listed on the agenda.
(no action) (no attachment)
4. Announcements, questions, and future agenda items from Committee members. (no attachment)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
AGENDA**

**Monday, March 12, 2007
4:00 p.m., City Hall, Room 406**

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Committee Members: Bruce Wolfe (Chair); Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of April 18, 2006. (action item) (attachment)
2. Proposed rule regarding withdrawal of complaints: How withdrawals are done, when withdrawals are allowed, and refiling of withdrawn complaints. (discussion and possible action) (no attachment)
3. Public comment for items not listed on the agenda. (no action) (no attachment)
4. Announcements, questions, and future agenda items from Committee members. (no attachment)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (*Section 67.16*)

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- | | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

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March 12, 2007

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**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
MINUTES**

**Monday, March 12, 2007
4:00 p.m., City Hall, Room 406**

Committee Members: Bruce Wolfe (Chair); Doug Comstock; Hanley Chan

Call to Order: 4:00 p.m.

Roll Call: Present: Wolfe, Chan, Comstock

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

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Approval of minutes of April 18, 2006.

Speakers: None

Motion to approve the minutes of April 18, 2006.(Comstock / Chan)

Ayes: Wolfe, Chan, Comstock

Proposed rule regarding withdrawal of complaints: How withdrawals are done, when withdrawals are allowed, and refiling of withdrawn complaints.

Chair Wolfe said that since this item does not state a clear action that the Committee can only have a discussion since the public will not have sufficient time to comment.

Member Comstock said that the Committee should be able to make a recommendation to the full Task Force.

Chair Wolfe asked DCA Llorente if the Brown Act requires that all public comment on an issue be done at the Committee level as is followed by the Board of Supervisors?

DCA Llorente responded that the process mentioned by the Chair is unique only to the Board of Supervisors; that Policy Bodies that oversee Committees also provide public comment. He said that the Committee does not have the authority to bind the Task Force, but it is appropriate for them to begin the process and make recommendations.

Member Comstock asked that a discussion regarding the by laws in Section 7 be agendized.

Chair Wolfe, asked the Administrator to agendize a discussion regarding quorum for the next Rules Committee meeting.

Speakers: Allen Grossman said that to keep the playing field level, a complainant should have the option to waive the 45 day requirement, if not done frequently on an item, to postpone his complaint for a month to the next meeting.

Motion adding Sub-Section B. 8. (a) and (b) to the Task Force's Complaint Procedures: (a) A complainant may waive the 45 day rule and a continuance shall be allowed. Should the

complainant again wish to continue, such continuance would be approved by a simple majority vote of the Task Force.

(b) A respondent may request a continuance, however such continuance would be approved by a simple majority vote of the Task Force. (Comstock / Chan)

Ayes: Wolfe, Chan, Comstock

Public comment for items not listed on the agenda.

Speakers: Allen Grossman said that the 6 vote requirement for a matter to be approved is not fair to the complainant; that posting of the meeting agenda 72 hours prior to the meeting conflicts with the 5 day deadline for items to be submitted. He said that the agenda should be posted 6 days prior to a meeting.

Announcements, questions, and future agenda items from Committee members.

Speakers: None

Member Comstock noted that there are technical errors in the Complaint Committee procedures.

Chair Wolfe, by consensus of the Committee requested that the Complaint Committee authorize the Administrator to correct the errors.

Chair Wolfe, by Committee consensus, asked the Administrator to agendize for the next Rules Committee meeting, a discussion regarding possibly changing the six-vote affirmative vote requirement for all substantive matters as required in Section 7 of the Task Force's By Laws.

Adjournment Meeting adjourned at 4:59 PM

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force.


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Board of Supervisors

Sunshine Ordinance Task Force

April 12, 2007

SUNSHINE ORDINANCE TASK FORCE

**RULES COMMITTEE
AGENDA**

Thursday, April 12, 2007
4:00 p.m., City Hall, Room 406

Committee Members: Bruce Wolfe (Chair); Doug Comstock, Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of March 12, 2007. (action item) (attachment)
2. Motion adding Sub-Section B. 8. (a) and (b) to the Task Forces Complaint Procedures: (a) A complainant may waive the 45 day rule and a continuance shall be allowed. Should the complainant again wish to continue, such continuance would be approved by a simple majority vote of the Task Force.

(b) A respondent may request a continuance, however such continuance would be approved by a simple majority vote of the Task Force. (discussion and possible action) (attachment)
3. Discussion regarding possibly changing the six-vote affirmative vote requirement for all substantive matters as required in Section 7 of the Task Force's By Laws. (discussion and possible action) (attachment)
4. Public comment for items not listed on the agenda.

(no action) (no attachment)
5. Announcements, questions, and future agenda items from Committee members. (no attachment)

1135 p.m. mst
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Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

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Sunshine Ordinance Task Force

February 14, 2008

Click on the file numbers below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. Click here for info about obtaining Acrobat (it's free).

SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE AGENDA

Thursday, February 14, 2008
11:00 a.m., City Hall, Room 406

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Committee Members: Bruce Wolfe (Chair); Doug Comstock, Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of April 12, 2007. (action item) (attachment)
2. Amend Hearing Procedure: Separate discussion from deliberation.
 - Separate the members' discussion from their deliberation on the motion, with discussion proceeding the motion and deliberation after the motion is made (action item) (no attachment)
3. Public comment for items not listed on the agenda.
(no action) (no attachment)
4. Announcements, questions, and future agenda items from Committee members. (no attachment)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

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NEXT ONLY:

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May 8, 2008

SUNSHINE ORDINANCE TASK FORCE**RULES COMMITTEE****AGENDA**

Thursday, May 8, 2008
4:00 p.m., City Hall, Room 406

Committee Members: Bruce Wolfe (Chair); Doug Comstock, Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

DOCUMENTS DEPT.

Roll Call

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Agenda Changes

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1. Approval of minutes of February 14, 2008. (action item) (attachment)
2. Discussion and creation of recommended procedure of enforcement of SOTF Orders of Determination for enforcement agencies or entities as noted in the Sunshine Ordinance. (action item) (no attachment)
3. Public comment for items not listed on the agenda.
(no action) (no attachment)
4. Announcements, questions, and future agenda items from Committee members. (no attachment)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

(Above total speaking time for Complainant and City to be the same.)

3. Complainant presents rebuttal 3 minutes

4. Matter is with the Task Force for discussion, motion and deliberation

5. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

6. Vote by Task Force

(Public comment at discretion of Chair on new motion and/or new motion if vote fails.)

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May 8, 2008

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

MINUTES

Thursday, May 8, 2008

4:00 p.m., City Hall, Room 406

Committee Members: Bruce Wolfe (Chair); Doug Comstock; Hanley Chan

Call to Order: 4:00 p.m.

Roll Call: Present: Wolfe, Comstock

Excused: Chan

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk Chris Rustom

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MAR 27 2014

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Member Comstock reminded Chair Wolfe that Member Pilpel had requested to be seated as an ex-officio. Chair Wolfe said he did not respond to the email and besides Member Pilpel was not present.

1. Motion to approve minutes from Feb 14, 2008 (Comstock / Wolfe.)

Public Comment: None

On motion

Ayes: Wolf, Comstock

Excused: Chan

2. Discussion and creation of recommended procedure of enforcement of Sunshine Ordinance Task Force Orders of Determination for enforcement agencies or entities as noted in the Sunshine Ordinance.

Chair Wolfe said he placed this item on the agenda because the Task Force was having difficulty with the various enforcement agencies The Ethics Commission seems to be dealing with it. At one of the SOTF meetings an Ethics representative stated that the commission did not have a process for dealing with SOTF referrals. Because of that, Chair Wolfe said he wanted to start a process that resulted in providing them with a template or guideline or how to follow the Ordinance. He wanted everybody present to voice their thoughts so he could forward it to the Task Force.

Member Comstock said he was speechless over the issue.

Chair Wolfe said certain members of the public had contacted him about the issue and mentioned that the state of Florida has a process through the courts in dealing with enforcement that included changing the way a contract reads, donating money or performing community service. He wanted to know what tools the EC had to provide enforcement and if it was limited

only to the Fair Political Practices Commission.

DCA Ernie Llorente said he was not exactly sure what Chair Wolfe was attempting to do. TF Member Craven had asked him to obtain the regulations of the EC as it relates to their investigations and public hearings, and was to be the subject of discussion at the Compliance and Amendments Committee. He asked Chair Wolfe to expand on the creation of a template.

Chair Wolfe said the EC has said it doesn't really know what to do with the Orders. They don't know how to process them because they don't really fall under their regular process considering what they enforce most of the time was in relation to the FPPC rules which has no application with the TF.

Member Comstock said he doesn't know what this committee could do to compel the EC to take any course of action

Member Wolfe said it was not a matter of compelling but rather to at least provide them with either some examples of what the TF actually wanted them to do. That, he said, would be helpful to get it started considering that many of the EC commissioners did not know about the referrals.

Member Comstock said the CAC, which was considering enforcement issues, was the appropriate body to do the proposal. He could not imagine how the Rules Committee could setup up such a procedure without knowing where the CAC wanted to go. The new process, which includes a more specific Order of Determination, gives the EC a little more information on what they can do, he added. The EC has to setup its own procedures and undoubtedly it will or will just continue on the same track they are on now, he said. What concerned him was that the EC was re-adjudicating the cases that were being referred.

Chair Wolfe wanted to know why the EC would be reinvestigating the complaint because the TF had done the investigation and issued the Order.

Member Comstock said the EC has broad powers and it has investigators whereas the TF can only hold hearings, not investigations.

DCA Llorente said he thinks that the EC would be wondering or fearful of a lawsuit against them saying that they were simply enforcing what another body has done and not able to fully defend the due process safeguards.

Chair Wolfe wanted to know if the TF could then ask the EC to investigate a complaint because of its broad powers.

DCA Llorente said that would make the TF the complaining entity.

Chair Wolfe said having the discussion in CAC is probably more feasible because the committee is currently discussing the amendments.

Public Comment: Allen Grossman said he had sent a number of letters to Mr John St. Croix, executive director of the EC, and the investigator who was assigned to the referral regarding his complaint against the DA and had concluded that:

- The EC was duty-bound to produce a procedure to deal with the referrals. The Charter has a provision that addressed it. It was clear that the EC anticipated a different set of rules to deal with public records and public meeting laws.
- Most of the referrals come with a finding of official misconduct. That is also dealt with in the Charter and in the article that sets up the commission, and the provision is that if another body finds misconduct, then it's official misconduct as far as the EC is concerned. The only issue for them would be, not is it, but what to do about it.
- The issues involved, at least in the public records cases were pretty straightforward. Either there was a disclosure of a record that should have been disclosed and was not and that

failure was willful or the particular department did or did not show up at a hearing or at any hearing. One doesn't need a lot of investigations and subpoenas to produce witnesses to testify that because it is all in the record.

- The record is pretty complete. You've got the complaint, the hearing on the complaint, a finding, an Order and a CAC hearing. Did they comply? They didn't? They get another chance when it is heard again by the TF. It's all in the open. There are recordings of the meetings and the hearings.

Chair Wolfe asked Mr. Grossman, what he would suggest?

Mr. Grossman said the TF should find a similar body that has somewhat similar responsibilities in this area and see what they've done. He said he will be addressing the EC meeting soon and would tell them that they have to adopt a set of rules because they are creating the very problem that the TF is dealing with and that they're going to have to deal with it. The lack of enforcement has also encouraged departments, department heads and elected officials to not show up, to not disclose documents, and the more that happens the more referrals they are going to get, he said.

Member Comstock said the TF has an interesting case involving the Mayor's Office that did not respond to requests. Didn't confirm whether they received it or not and never showed up for any of the hearings on the complaint. That, to him, was a clear-cut case of willful failure and was watching what the EC would respond. He asked Mr Grossman how much would it cost to file a lawsuit how expensive it would be and whether he thought it would be an affect way to force the Mayor's Office into complying?

Mr Grossman said he would take a different slant on it because the EC has four lawyers out of the five members and the point to be made with them is "You've got a problem and you're not going to get around it by using some procedure that has nothing to do with what these referrals are." At some point, he said, the EC has to adopt a set of rules then send it over to the BOS. If the Board doesn't do anything for 60 days its in place. But if they don't a lawsuit obviously was the only way to get them to do it. He said it would be a fairly expensive lawsuit because every lawsuit against the city, which has over 200 lawyers, is going to take awhile.

Mr Crossman said the answer to Mr Comstock's question is \$500 to file a case and thought it was an interesting idea. He said the TF has a fair proceeding even though it may not be a court level proceeding it is a fair proceeding and believed it would hold up if there were a challenge to it. He said most of the findings by the TF for official misconduct aren't about invalid redactions. He suggested obtaining a copy of the guidelines used by the Oakland's EC and see if they have official misconduct proceedings. He also suggested that the TF have a joint meeting with EC to iron out issues and to invite Mr St Croix to the CAC meeting.

Ray Hartz said he believed that the EC wanted to have its own procedure for handling a case as opposed to enforcing it. But what if, he questioned, someone brought a case before the TF against the EC for failure to carry out their duties under the law. He said he has run into the same problem with the Office of Citizen Complaints. A determination is issued after a hearing but nothing happens because if the police decide they don't want to enforce it they just hold it and don't allow it to be filed. If one asks for more information they say it cannot be provided because it is personnel information and is not entitled to it. He said he doesn't know who heard the case, who said what and in his case before the board he alleged that members from the CA's office said untruthful things. He said he never had one person who actually sat down and talked with him during the entire process he had with Supervisor Aaron Peskin's office, the City Attorney's office and the Mayor's office. Yet, he said, they had ways of coming up with all these things about his motivations. He asked what he should do with the Order of Determination issued against Mr Peskin and wondered if the whole issue had been set up somewhere in a backroom so that it looked like there was citizen control over the police department and

enforcement of the Sunshine Ordinance. Most people just give up and go away, he added.

Member Pilpel, who arrived late for the meeting and addressed the committee from the floor, said he had agreed at the last TF meeting to prepare a letter to be sent to the EC through TF Chair Comstock. The letter was about what procedures the EC uses to process referrals. He also asked Mr Grossman to share with the TF the correspondence he has had with the EC on the subject. He said he believed the TF was to be under the EC when it was created. But it did not happen and Prop G in 1999 cemented Sunshine's role within the COB and since then the conflicting goals have never been reconciled. He said that Ethics should either develop and adopt rules and regulations governing such referrals or announce if they were going to use their existing procedures. He said that would indicate where the burdens were. He wanted the TF to change the way items were on the calendar so that it was not just a referral from the CAC committee but its consideration of willful failure and findings related to it.

Chair Wolfe invited additional comment.

Mr Grossman, in response to Member Pilpel, said the administrator sends out a very complete record and the only items missing are the audio tapes of the hearings. Another issue he brought up was the EC's confidentially issue because it does not provide the public with details even though the document is a referral and not a complaint.

Mr Crossman encouraged the committee to consider asking for a joint session between the TF and the EC commissioners to deal with this in the open. He believed the EC was going to sit on the referrals until the statute of limitations ran out.

Chair Wolf said he would contact CAC Chair Knee and request the item be placed on the CAC agenda. Member Comstock agreed.

Public comment for items not listed on the agenda.

Public Comment: None

Announcements, questions, and future agenda items from Committee members.

Speakers: None

Adjournment Meeting adjourned at 5:00 PM

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force.

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September 3, 2008

**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
SPECIAL MEETING
AGENDA**

Wednesday, September 3, 2008

1:00 p.m., City Hall, Room 408

Committee Members: David Pilpel (Chair), Kristin Murphy Chu, Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order / Roll Call / Agenda Changes

1. Confirm Committee Regular Meeting Schedule or Lack Thereof (action item / no attachment)
2. Review Committee Jurisdiction, Mission, Work Plan, and Topics of Interest (discussion item / no attachment)
3. Review Application of Hearing Procedures to Matters Other Than Complaint Hearings on the Merits (discussion item / attachment)
4. Review Task Force Bylaws (discussion item / attachment)
5. Consideration of Amendment to Task Force Bylaws Providing for Task Force Review and Approval of Draft Committee Minutes if 6 Months Elapse and No Subsequent Committee Meeting is Held (discussion item / no attachment)
6. Consideration of Documenting Existing Task Force Policies Not Currently Documented (discussion item / no attachment)
7. Public comment for items not listed on the agenda. (no action) (no attachment)
8. Announcements, questions, and future agenda items from Committee members. (no action / no attachment)

Adjournment: Next Meeting Date: Call of the Chair

THE AGENDA PACKET IS AVAILABLE FOR REVIEW

MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (Section 67.16)

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submit to the City, by the time the proceeding begins, written comments regarding the subject of the meeting or hearing; these comments will be made a part of the official public record. (Section 67.7-1 (c))

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

(Above total speaking time for Complainant and City to be the same.)

3. Complainant presents rebuttal 3 minutes

4. Matter is with the Task Force for discussion, motion and deliberation

5. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

6. Vote by Task Force

(Public comment at discretion of Chair on new motion and/or new motion if vote fails.)

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Administrator by mail to: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at sotf@sfgov.org.

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September 3, 2008

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SUNSHINE ORDINANCE TASK FORCE

RULES COMMITTEE

MINUTES

Wednesday, September 3, 2008

1 p.m., City Hall, Room 408

Committee Members: David Pilpel (Chair), Kristin Chu, Hanley Chan

Call to Order: 1:09 p.m.

Roll Call: Present: Pilpel, Chu, Chan (1:23 p.m.)

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk Chris Rustom

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1. Confirm Committee Regular Meeting Schedule or Lack Thereof.
Chair Pilpel wanted to know if a meeting had to be held regularly. DCA Ernie Llorente said there was no requirement.
Motion for committee to meet at the Call of the Chair.
Public comment: None
On the motion: Adopted without objection.
2. Review Committee Jurisdiction, Mission, Work Plan, and Topics of Interest.
Chair Pilpel said compared to other committees, Rules does not have a specific mission statement and work plan but is covered generally by Article VI of the TF's bylaws. The only part that would not apply would be the Complaint Committee's procedures in Sec. 10.
Public comment: None
No action taken.
3. Review Application of Hearing Procedures to Matters Other Than Complaint Hearings on the Merits.
Chair Pilpel said this is about the procedures on the last page of the agendas and is about applying the hearing procedures to matters other than hearings on the merits.
Member Chu said the committee should suggest but not dictate what other committees should or should not do.
Chair Pilpel wanted to add "With respect to hearings at the Complaint Committee and at the full TF regarding complaints the following procedures shall apply" after the second para in Section 10. He also wanted to move the two paras to Sec 11.
DCA Llorente did not see it as a problem.
Action item for next Rules Committee meeting. And to create marked version.

Public comment: None

4.

Review Task Force Bylaws

Chair Pípel said this was about bylaws in a broader sense. He said the order of business was incorrect and after discussions with Member Chu it was changed to read:

- Call to order
- Roll Call
- Approval of meeting minutes.
- Hearings on the jurisdiction and hearing on the merits of complaints
- Committee Reports
- Other policy matters
- Administrator's report
- Future agenda items

Rename EOT heading, and ask committee chair Allyson Washburn for one-liner mission statement.

Mr Rustom told the chair that Administrator was complying with the attendance requirements.

Public comment: None

5.

Consideration of Amendment to Task Force Bylaws Providing for Task Force Review and Approval of Draft Committee Minutes if 6 Months Elapse and No Subsequent Committee Meeting is Held.

Chair Pípel said this is about having the TF adopt draft minutes from committees that have not met for a number of weeks.

DCA Llorente said the TF could ask for and adopt minutes at the request of the committee or post it as an agenda item of the TF. He suggested language for Article V, Sec 1. Minutes to read "In the event a committee does not meet for a period of six months after its last meeting the minutes of that meeting shall be called by the full TF for review and possible approval."

Public comment: None

6.

Consideration of Documenting Existing Task Force Policies Not Currently Documented.

Chair Pípel said the guidelines exist for many TF operations but he was interested in those that are not documented such as the redaction policy and pdf documentation.

Ask Administrator Frank Darby what policies are not documented.

Ask Mr Rustom to speak to COB Angela Calvillo and DCA Cheryl Adams to see how the BOS policy system operates and what is and is not a policy.

Public comment: None

7.

Public comment for items not listed on the agenda.

Public comment: None

8. Announcements, questions, and future agenda items from Committee members.

Chair Pilpel wanted to call another meeting to finalize today's discussion topics and present it to the TF. Members agreed to a meeting on Wednesday at 3:30 p.m.

Public comment: None

Adjournment Meeting adjourned at 1:54 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force



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San Francisco 94102-4689
Tel. No. 554-7724
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TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE**

**SPECIAL MEETING AGENDA
Wednesday, September 10, 2008
3:30 p.m., City Hall, Room 406**

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Committee Members: David Pilpel (Chair), Kristin Chu, Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of May 8, 2008 (action item) (attachment)
2. Approval of minutes of September 3, 2008 (action item) (attachment)
3. Recommendation to Amend Task Force By-Laws.(action item) (attachment)
4. Further Discussion Regarding Documenting Policies Not Currently Documented (discussion only)(no attachment)
5. Announcements, Questions, and Future Agenda Items from Committee Members (discussion only) (no attachment)

Adjournment

Next meeting date: Call of the Chair

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant present facts and evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |
| | <i>(Above total speaking times for Complainant and City to be the same.)</i> | |
| 3. | Matter is with the Task Force for discussion and questions. | |
| 4. | Respondent and Complainant presents clarification/rebuttal | 3 minutes |
| 5. | Matter is with the Task Force for motion and deliberation. | |
| 6. | Public comment <i>(Excluding Complainant & City response, witnesses)</i> | Up to 3 minutes each |
| 7. | Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i> | |

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**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
MEETING AGENDA
Wednesday, March 31, 2009
4:30 p.m., City Hall, Room 406**

Committee Members: Doyle Johnson, Kristin Chu, Hanley Chan

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 10, 2009 (action item) (attachment)
2. Reconsideration of all Bylaws (action item) (attachment)
3. Discussing changes to Complaint Procedure (action item) (attachment)
4. Public Comment (no attachments)
5. Announcements, Questions, and Future Agenda Items from Committee Members (discussion only) (no attachment)

Adjournment

Next meeting date: Call of the Chair

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| | <i>(Above total speaking times for Complainant and City to be the same.)</i> | |
| 3. | Matter is with the Task Force for discussion and questions. | |
| 4. | Respondent and Complainant presents clarification/rebuttal | 3 minutes |
| 5. | Matter is with the Task Force for motion and deliberation. | |
| 6. | Public comment <i>(Excluding Complainant & City response, witnesses)</i> | Up to 3 minutes each |
| 7. | Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i> | |

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March 10, 2011

**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
MEETING AGENDA**

Thursday, March 10, 2011
5:00 p.m., City Hall, Room 406

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Committee Members: Bruce Wolfe (Chair), Hope Johnson, Allyson Washburn

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Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Exploring possible changes to certain procedural rules (discussion and action item) (attachment)
 - Does a vacated seat on a public body constitute a "member" for purposes of determining what constitutes a quorum.
 - Does a "majority" mean 50%+1 of all members, or merely 50%+1 of the members present at a meeting, for purposes of determining whether a motion on a substantive matter is approved.
2. Review Attendance Policy - Bylaws Article VII (discussion and action item) (attachment same as Item #1)
3. Public Comment (no attachment)
4. Announcements, Questions, and Future Agenda Items from Committee Members (no attachment)

Adjournment

Next meeting date: Call of the Chair

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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- | | |
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| 2. City responds | Up to 5 minutes |
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(Above total speaking times for Complainant and City to be the same.)

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| 3. Matter is with the Task Force for discussion and questions. | |
| 4. Respondent and Complainant presents clarification/rebuttal | Up to 3 minutes |
| 5. Matter is with the Task Force for motion and deliberation. | |
| 6. Public comment <i>(Excluding Complainant & City response, witnesses)</i> | Up to 3 minutes each |
| 7. Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i> | |

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Disability Access: The hearing room is wheelchair accessible.

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Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE: Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the

ordinance, contact the Administrator by mail to: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from the Administrator or by printing Chapter 67 of the San Francisco Administrative Code from the Internet, at URL: http://www.sfgov.org/site/sunshine_page.asp?id=34495

Lobbyist Registration & Reporting Requirements: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code Sec. 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; website: sfgov.org/ethics.

March 10, 2011, draft

Select Language ▼

**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
DRAFT MEETING MINUTES**

GOVERNMENT
DOCUMENTS DEPT

Thursday, March 10, 2011
5:00 p.m., City Hall, Room 406

MAR 27 2014

Committee Members: Bruce Wolfe (Chair), Hope Johnson, Allyson Washburn

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Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Exploring possible changes to certain procedural rules:

- Does a vacated seat on a public body constitute a "member" for purposes of determining what constitutes a quorum.
- Does a "majority" mean 50%+1 of all members, or merely 50%+1 of the members present at a meeting, for purposes of determining whether a motion on a substantive matter is approved.

Member Washburn, seconded by Member Johnson, motioned to change a sentence in Article IV, Section 7 of the By-Laws to read: The affirmative vote of a majority of the members of the Task Force present (six votes) shall be required for the approval of all substantive matters.

Public Comment: Tomas Picarello spoke in favor.

The motion carried on the following vote:

Ayes: 3 – Washburn, Johnson, Wolfe

2. Review Attendance Policy - Bylaws Article VII.

Article VII was amended to read: Members of the Task Force shall notify the Task Force Administrator if she or he is unable to attend a regular or special meeting of the Task Force. The Administrator of the Sunshine Ordinance Task Force shall notify any member who misses two meetings in any twelve month period of time that if the third absence occurs, the Task Force shall may notify the Board of Supervisors of the member's lack of attendance. If a member of the Task Force misses more than three regular meetings in any twelve-month period of time, the Task Force shall may notify the Board of Supervisors and request that action be taken to remove the member from the Task Force. The Administrator of the Sunshine Ordinance Task Force shall notify any member who misses two meetings in any twelve month period of time that if the third absence occurs, the Task Force may notify the Board of Supervisors of the member's lack of attendance.

Second sentence in Article VI, Section 1, was amended to read: Unless specified otherwise by the Task Force, the Chair of the Task Force shall appoint or remove the Chair and members of the Standing Committees~~name the Chair of the Standing Committees and its members.~~

Member Johnson, seconded by Member Washburn, moved to approve the changes as amended.

Public Comment: Tomas Picarello spoke in favor.

The motion carried on the following vote:

Ayes: 3 – Washburn, Johnson, Wolfe

3. Public Comment

Tomas Picarello thanked the committee for its contribution.

4. Announcements, Questions, and Future Agenda Items from Committee Members.

Members agreed to meet again to discuss other sections of the By-Laws.

Adjournment

There being no further business, the Complaint Committee adjourned at the hour of 7:19 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force, Rm. 244, City Hall, No. 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone 554-7724 and at <http://www.sfbos.org/index.aspx?page=9811>



